

1 BILL NO. 8-95-01-03

2 GENERAL ORDINANCE NO. G-*Loch*

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AN ORDINANCE AMENDING  
POLICY 8.1.A.12 OF THE  
CITY'S POLICY AND  
PROCEDURE MANUAL

WHEREAS, policy 8.1.A.12 of the city's Policy and  
Procedure Manual currently contains definitions to be  
amended.

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL  
OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. Policy 8.1.A.12 of the city's Policy and  
Procedure Manual is hereby amended to read as follows:

"12. DEFINITIONS:

NOTE: THE BENEFITS LISTED BELOW WILL BE  
OFFERED TO EMPLOYEES AS DEFINED IN EACH OF  
THE RESPECTIVE CATEGORIES.

- a. Permanent Full-Time employees include all hired into positions of indefinite duration, normally working at least forty (40) hours per week.
- b. Permanent Part-Time employees include all hired into positions of indefinite duration, normally working less than forty (40) but at least twenty (20) hours per week. These employees shall receive the benefits as enumerated under PT, below. For those items marked "Prorated", the employee will receive benefits based on the number of hours worked in a week as a percentage of forty (40) hours.
- c. Temporary employees include all hired into positions of a limited duration, working either full or part-time hours. These employees are considered as outside applicants for all other positions in the City they may bid on. Employees working less than twenty (20) hours per week will be considered as temporary for purposes of receiving benefits.
- d. Unclassified employees include those employees listed as unclassified in the salary ordinance.
- e. Prorated benefits shall be calculated on the basis of the average number of hours worked in a week as a percentage of forty (40) hours (see example).

An employee's supervisor will be responsible for determining the average number of hours an employee works each week. The average number of hours worked, will be re-evaluated every three months from the initial date of employment. It is on this basis that prorated benefit calculations will be made.

\* **PERSONAL DAY, HOLIDAY, VACATION AND SICK LEAVE EXAMPLE:**

- 20 hours worked per week/40 hour full-time work week = 50%
- An employee working twenty (20) hours will receive 50% of the benefit (marked "prorated") of a full-time employee.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>	<u>T</u>	<u>U</u>
Life Insurance	Yes	No	No	Yes
Health Insurance	Yes	No	No	Yes
Personal Days	Yes	Prorated	No	No
Paid Holidays	Yes	Prorated	No	No
Paid Vacation	Yes	Prorated	No	No
Sick Leave	Yes	Prorated	No	No
Leave of Absence	Yes	Yes	No	Yes
Employee Assistance Program (EAP)	Yes	Yes	No	Yes
Worker's Comp	Yes	Yes	Yes	Yes
Unemployment	Yes	Yes	Yes/No	Yes
Reservist Duty	Yes	Prorated	No	Yes
Jury Duty	Yes	Prorated	No	No
Bereavement Pay	Yes	Prorated	No	No

\*Individuals working less than forty (40) hours and receiving benefits on the effective date of this policy shall retain said benefits until the status or hours worked of the affected employee changes."

**SECTION 2.** That this Ordinance shall remain in full force and effect from the after its passage and any and all necessary approval by the Mayor and shall apply to all agreements entered into after its effective date.

Cletus R Edmonds  
Council Member

APPROVED AS TO FORM  
AND LEGALITY

J. Timothy McCaulay  
J. Timothy McCaulay  
Corporation Counsel

Read the first time in full and on motion by Rome,  
seconded by \_\_\_\_\_, and duly adopted, read the second time by \_\_\_\_\_,  
title and referred to the Committee on Planning (and the  
City Plan Commission for recommendation) and Public Hearing to be held after  
due legal notice, at the Common Council Conference Room 128, City-County  
Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day  
of \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_ o'clock M., E.S.T.

DATED: 1-10-95.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Edmonds,  
seconded by \_\_\_\_\_, and duly adopted, placed on its passage.  
PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>2</u>	<u>5</u>	<u>1</u>	<u>1</u>
BRADBURY	_____	<u>✓</u>	_____	_____
EDMONDS	_____	<u>✓</u>	_____	_____
GIAQUINTA	_____	_____	_____	<u>✓</u>
HENRY	_____	<u>✓</u>	_____	_____
LONG	_____	_____	<u>✓</u>	_____
LUNSEY	_____	<u>✓</u>	_____	_____
RAVINE	<u>✓</u>	<u>✓</u>	_____	_____
SCHMIDT	_____	_____	_____	_____
TALARICO	_____	<u>✓</u>	_____	_____

DATED: 1-24-95

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,  
Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)  
(SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. \_\_\_\_\_  
on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_  
ATTEST: (SEAL)

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on  
the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_,  
at the hour of \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_\_\_, at the hour of \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

PAUL HELMKE, MAYOR

BILL NO. S-95-01-03

REPORT OF THE COMMITTEE ON  
REGULATIONS

CLETUS R. EDMONDS - REBECCA J. RAVINE - CO-CHAIR  
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS  
REFERRED AN (ORDINANCE) (RESOLUTION) amending Policy 8.1A.12  
of the City's Policy and Procedure Manual

HAVE HAD SAID (ORDINANCE) (RESOLUTION) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (RESOLUTION)

DO PASS DO NOT PASS ABSTAIN NO REC

Sandra E. Kennedy  
Janet H. Bradbury  
Beth C. Ciglinski  
~~Deborah J. Parue~~  
Santa Lucia

DATED: 1-24-95.

Sandra E. Kennedy  
City Clerk

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: BENEFITS

NUMBER: 8.1 PAGE: 1 of 6

EFFECTIVE DATE: AS ADOPTED BY CITY  
COUNCIL ON NOVEMBER 9, 1993 AND REVISED  
SEPTEMBER 16, 1994

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A. OUTLINE OF BENEFITS

NOTE: COVERAGE ISSUES ARE DETERMINED BY THE TERMS AND CONDITIONS OF THE PARTICULAR POLICY OR PLAN AND NOT BY ANY REPRESENTATIONS MADE BY THE BENEFITS ADMINISTRATOR OR ANY OTHER CITY STAFF MEMBER.

1. MANDATORY BENEFITS. These apply to all City and Utilities employees not covered under either the Police or Fire Pension Plans.

- a. Social Security -- provides benefits for death, disability and retirement. Check local Social Security Office for specific information.
- b. Workers Compensation -- injuries or illnesses incurred on the job are compensable under provisions of state law. This includes payment of medical expenses resulting from death, dismemberment and disability.
- c. Unemployment Compensation -- all employees are eligible for income continuance payments in accordance with state laws in the case of involuntary termination based on a lack of work situation or other good cause. Please check with the Human Resources Office regarding this mandatory benefit prior to separation or layoff.

2. MEDICAL AND DENTAL INSURANCE BENEFITS

- a. Medical and dental insurance is offered to all permanent full-time employees upon completion of thirty (30) days of employment.
- b. Two medical insurance coverages are offered; 1) a basic group health plan, and 2) an HMO. The premiums vary according to the carrier chosen and, with the HMO only, according to family size. For specific coverage information, refer to the insurance booklets issued to all eligible employees or contact the Benefits Administrator in the Human Resources Department.
- c. For specific coverage information on dental insurance, refer to the insurance pamphlet issued to all eligible employees or contact the Benefits Administrator in the Human Resources Department.
- d. Each new employee is provided the opportunity to choose a medical insurance carrier during their insurance orientation. The City will hold an open-enrollment period once a year giving all employees the opportunity to switch medical carriers if they so desire.
- e. Upon termination (separation) of employment, except in cases of gross misconduct, the City must offer continuation of health coverage (COBRA). This continuation will be at the terminating employee's expense and will be the same coverage that the employee had at time of termination. Coverage for the employee

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can continue for up to eighteen (18) months. If an active employee is going through a divorce or has a child who has reached the maximum age for coverage under our insurance plan, the employee must contact the Human Resources Department about continuation of coverage, through COBRA, for those dependents. In those situations, coverage can be continued for up to thirty-six (36) months.

3. GROUP LIFE INSURANCE

- a. Each active, permanent full-time employee will be offered a \$15,000 life insurance policy.
- b. Each active, permanent full-time employee will be offered a \$15,000 Accidental Death and Dismemberment Policy through Lincoln Life.

4. LONG-TERM DISABILITY (LTD)

- a. Long-term disability is provided to all permanent full-time employees, except Police and Fire, upon completion of thirty (30) days of employment.
- b. LTD coordinates with Social Security Disability and PERP to guarantee 65% (maximum \$5,000 per month, minimum \$50 per month) of wages while are disabled.
- c. In order to file a claim for LTD, the employee must be off work (can still be in a pay status but not actively working) for a period of 90 days.
- d. LTD continues until the employee is able to come back to work until death, or reaches age 65.
- e. For further coverage information, contact the Benefits Administrator in the Human Resources Department.

5. FLEXIBLE BENEFIT PLAN

- a. The Flexible Benefit Plan is designed to allow employees to set aside a designated amount of his/her salary, through payroll deduction, on a "pre-tax" basis, to reimburse employees for non-reimbursed expenses.
- b. On an annual basis, employees will be eligible to set money aside in any of four different spending accounts - medical expenses, dependent-care expenses, health premium reimbursement, and supplemental group term life insurance.
- c. Upon employment each permanent full-time (and permanent part-time) employee is given the opportunity to sign up for the Flex Plan during their insurance orientation.
- d. The amount of money the employee chooses to set aside on a "pre-tax" basis will be deducted from their paycheck each pay period.

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- e. Reimbursements are made on a monthly basis upon submission of a claim form and the proper back-up documentation. The reimbursement checks will be sent directly to you. Monies deducted but not spent by the end of the calendar year shall be forfeited by the employee.

#### 6. DEFERRED COMPENSATION

- a. A Deferred Compensation Plan is a voluntary benefit offered to all City employees. This program allows employees to defer income during peak earning years and set it aside as retirement savings. The funds set aside are pre-tax dollars and, therefore, reduce the amount of current income subject to taxes.
- b. The amount of money the employee chooses to set aside will be deducted from the employee's paycheck on a bi-weekly basis.
- c. Employees will be allowed to increase or decrease deductions four (4) times a year, once each quarter. The minimum contribution per pay is \$10.00.

#### 7. RETIREMENT

- a. Public Employees' Retirement Fund (PERF) is the pension for all Civil City/Utilities employees except for Police and Fire. These departments have their own pension plans. This a mandatory pension plan.
- b. Subject to the terms and conditions of collective bargaining agreements, the City shall contribute a 3% payment on behalf of the employee. If the employee severs employment with the City and is not qualified for retirement, they may apply for a cash refund of the 3% contribution plus any accumulated interest contributed. The employee's monies will collect interest at the current rate of interest set by PERF.
- c. The Human Resources Department will assist all retiring employees as to proper completion of paperwork necessary for retirement. Please contact the Human Resources Department at least one month prior to your anticipated retirement.
- d. Utilities and City employees, except for Police and Fire, will be eligible for a settlement for unused accumulated sick pay in accordance with Policy 7.6 A.4. The retiring employee is eligible for a lump sum settlement of unused vacation entitlement at the employee's current hourly rate.
- e. Each employee (except Police and Fire) who, after six years of service, retires from the City under a recognized pension plan shall receive a life insurance policy in the amount of \$5,000 at no cost to the employee for the rest of his life.

f. Retiring employees, who meet the eligibility requirements, will be offered continuation of their medical insurance per state law IC-5-10-8-2-1. This continuation will be at the employee's expense or paid according to Policy 7.6 A.4. The coverage will be the same as what the employee had at time of retirement. If the retiring employee does not meet the eligibility requirements for continuation of health insurance through the state law, they would be eligible for continuation under COBRA.

8. EMPLOYEE ASSISTANCE PROGRAM (EAP)

- a. All permanent full-time and part-time employees and their immediate family members are eligible to receive EAP services. Family members shall be defined in accordance with the health insurance policy currently in effect.
- b. Confidentiality shall be maintained. No information shall be released unless an employee gives written permission.
- c. Employees participating in the EAP must schedule all counselling outside of regular working hours unless directed otherwise by their supervisor.

9. DEATH BENEFITS

Upon death of an active employee, benefits will be paid as follows:

- a. Upon presentation of a death certificate, life insurance benefits will be processed and paid to the designated beneficiary.
- b. PERP money will be paid in a lump sum to the designated beneficiary unless the deceased employee met the eligibility requirements for a monthly pension benefit. The lump sum will consist of the employee's contribution plus accumulated interest. For Police and Fire, please refer to the pension rules.
- c. The beneficiary will be paid a lump sum settlement of unused sick pay entitlement according to Policy 7.6 A.4., excluding Police and Fire, and unused vacation entitlement at the employee's current hourly rate.
- d. The survivor(s) will be eligible for continuation of health insurance, through COBRA, at their expense. This continuation is for 36 months.

10. PARKING ACCOMMODATIONS

- a. Parking options will be made available at the discretion of the Department Manager for Civil City and City Utilities employees who work in the City/County Building. A lot is located between North Clinton Street and Barr Street and is open on a daily basis.

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- b. The City/County Metered Parking Lot, located on the Plaza behind the City/County Building, is provided for public use only and not for employee use during their scheduled working hours. Employees who park on the City/County Metered Parking Lot during working their scheduled working hours are in violation of this policy and may be subject to disciplinary action, up to and including termination.
- 11. For other benefits not listed in this section, refer to appropriate policy.
- 12. DEFINITIONS:

NOTE: THE BENEFITS LISTED BELOW WILL BE OFFERED TO EMPLOYEES AS DEFINED IN EACH OF THE RESPECTIVE CATEGORIES.

- a. Permanent Full-Time employees include all hired into positions of indefinite duration, normally working at least forty (40) hours per week.
- b. Permanent Part-Time employees include all hired into positions of indefinite duration, normally working less than forty (40) but at least twenty (20) hours per week. These employees shall receive the benefits as enumerated under PT, below. For those items marked "Prorated", the employee will receive benefits based on the number of hours worked in a week as a percentage of forty (40) hours.
- c. Temporary employees include all hired into positions of a limited duration, working either full or part-time hours. These employees are considered as outside applicants for all other positions in the City they may bid on. Employees working less than twenty (20) hours per week will be considered as temporary for purposes of receiving benefits.
- d. Unclassified employees include those employees listed as unclassified in the salary ordinance.
- e. Prorated benefits shall be calculated on the basis of the average number of hours worked in a week as a percentage of forty (40) hours (see example).

An employee's supervisor will be responsible for determining the average number of hours an employee works each week. The average number of hours worked, will be re-evaluated every three months from the initial date of employment. It is on this basis that prorated benefit calculations will be made.

## CITY OF FORT WAYNE/CITY UTILITIES

## POLICY AND PROCEDURE

SUBJECT: BENEFITS

PAGE: 6 of 6

NUMBER: 8.1

\* PERSONAL DAY, HOLIDAY, VACATION AND SICK LEAVE EXAMPLE:

- 20 hours worked per week/40 hour full-time work week = 50%
- An employee working twenty (20) hours will receive 50% of the benefit (marked "prorated") of a full-time employee.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>	<u>T</u>	<u>U</u>
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Employee Assistance Program (EAP)	Yes	Yes	No	Yes
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Unemployment	Yes	Yes	Yes/No	Yes
Reservist Duty	Yes	Prorated	No	Yes
Jury Duty	Yes	Prorated	No	No
Bereavement Pay	Yes	Prorated	No	No

\*Individuals working less than forty (40) hours and receiving benefits on the effective date of this policy shall retain said benefits until the status or hours worked of the affected employee changes.

**REGULAR PART TIME EMPLOYEES AND BENEFITS**

DEPARTMENT	EMPLOYEE NAME	BENEFITS RECEIVED	POSITION	HOURLY RATE	ANNUAL SALARY
City Engineering	Kyrou, Michelle	sick,vac,pers,ins	Data Mge Clerk	8.5700	14,339.70
Controller	Carter, Marilyn	sick,vac,pers,ins,perf	Ex Secretary IX	12.8731	25,071.04
Controller	Greer, Jody	sick,vac,pers	Acct/Bank Recon	10.4000	14,697.04
Customer Relations	Gardiner, Kathy	sick,vac,pers,ins	Cus Rel Rep	8.8270	13,016.04
Customer Relations	Torres, Tonya	sick,vac,pers	Cus Rel Rep	8.8280	12,314.54
Filtration Plant	Ream, Jerry	ins,perf	Hursh/Ced Operator	11.2320	11,681.28
Human Resources	Chandler, Veva	sick,vac,pers,ins	Benefits Specialist	10.8913	10,137.46
Parks & Recreation	Moulin, Michelle	sick,vac,pers	Office Specialist	8.5800	14,472.64
Parks & Recreation	Toepfer, Marilyn	ins	Ice Pro/Manager	8.5979	13,412.72
Police	Bolton, Henry	sick,vac,pers,ins	Property Manager	7.5000	7,975.50
Police	Hagan, Dorothy	sick,vac,pers	Crime Analystst	10.9845	11,423.88
Police	Maples, Katie	sick,vac,pers,ins	Victim's Advocate	10.0801	10,483.30
12				117.1639	159,025.15
AVERAGE				9.7637	13,252.10

10/04/94

HUMAN RESOURCES



# The City of Fort Wayne

Paul Helmke, Mayor

24-Hour Job Line (219) 427-1186  
Benefits Administration (219) 427-1198  
EEO/Affirmative Action (219) 427-1180  
Labor Relations (219) 427-1180  
Payroll (219) 427-1292  
Personnel (219) 427-1180  
TDD (219) 427-1180  
FAX (219) 427-1393

Department of Human Resources  
Room 380

## MEMORANDUM

To: Members of the City of Ft. Wayne Common Council

From: Nelson Peters, Director of Human Resources

Subject: Ordinance for Part-Time Benefits

Date: December 21, 1994

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As more individuals have begun to work schedules of less than forty (40) hours per week, it has become necessary to place a greater distinction between full and part-time employees. If passed, the enclosed ordinance will change these definitions and the city policy that governs their respective benefits.

The major difference being proposed is that full-time employees will no longer be considered as such if they work less than forty (40) hours per week. Additionally, new part-time employees will no longer be eligible for health insurance benefits.

I look forward to your favorable consideration of this ordinance. Should you have any questions, please don't hesitate to call.

Enclosure

*S-95-01-03*

DIGEST SHEET

**TITLE OF ORDINANCE:** An Ordinance placing greater distinction between full and part-time employees.

**DEPARTMENT REQUESTING ORDINANCE:**

Human Resources Department 12-22-94.

**SYNOPSIS OF ORDINANCE:** To place distinction between full and part-time employees as more individuals have begun to work schedules of less than forty (40) hours per week.

**EFFECT OF PASSAGE:** Full-time employees may no longer be considered as such if they work less than forty (40) hours per week. New part-time employees may no longer be eligible for health insurance benefits.

**EFFECT OF NON-PASSAGE:** Full-time employees may stay the same if working less than forty (40) hours per week. New part-time employees may continue to be eligible for health insurance benefits.

**MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS):**

**ASSIGNED TO COMMITTEE (PRESIDENT)** \_\_\_\_\_